

Hall of Records
Commission

REQUEST FOR RECORDS RETENTION SCHEDULE

To be Submitted to the Records Management Division
Hall of Records CommissionSCHEDULE
NO.

C-142

PAGE
NO.

1.

1. Requesting Agency

ALLEGANY COUNTY

2. Division or Bureau of Requesting Agency

TREASURER

3. Authorization Requested (Check only one of the squares below).

☐ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
1.	<p><u>APPROPRIATION LEDGER (BUDGET LEDGER)</u></p> <p>Size: 12" x 10" x 3" Dates: 1923-1948, 1956 - - Quantity: 2 volumes File Arrangement: Chronological Audit: Annual outside audit</p> <p>The Appropriation Ledger is arranged by account number with monthly entries for budget accounts giving the expenditures against each account by date, debits, credits, and balances.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	<p style="writing-mode: vertical-rl; transform: rotate(180deg);">APPROVED HALL OF RECORDS COMMISSION</p>
2.	<p><u>GENERAL LEDGER</u></p> <p>Size: 12" x 10" x 3" Dates: 1923 - - Quantity: 4 volumes File Arrangements: Chronological Audit: Annual outside audit</p> <p>The General Ledger, prepared from the General Journal, gives the account and account number with receipts and expenditures for each account, the accounts are arranged under three main headings, "Assets", "Liabilities," and "Revenue."</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	

7. Agency, Division or Bureau Representative

Signature

Title

Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

8/1/1960
Date

Archivist

Date

Secretary

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3.	<p><u>GENERAL JOURNAL</u></p> <p>Size: 12" x 18" x 1" Dates: 1931 - - Quantity: 4 volumes File Arrangement: Chronological Audit: Annual outside audit</p> <p>The Journal is a record of debits and credits, accruals and prepaid accounts, opening and closing of books, and is the basis for the preparation of the General Ledger. The Journal is posted monthly giving individual accounts and account numbers and totals.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
4.	<p><u>CHECK RECORD</u></p> <p>Size: 12" x 10" x 2" Dates: 1959 - - Quantity: 1 volume Audit: Annual outside audit</p> <p>The Check Record is arranged numerically by account giving the date of issue, the check number, the amount, and payee and justification for issue.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
5.	<p><u>CASH RECEIPTS JOURNAL</u></p> <p>Size: 12" x 18" x 3" Dates: 1939 - - Quantity: 4 volumes File Arrangement: Chronological Audit: Annual outside audit</p> <p>This is a record of all cash received from whatever source giving the date and source of the amount received and the account to which the amount is credited and is posted to the general journal. For disbursements, see Voucher Register.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	

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6. PAYROLL RECORD

Size: 8" x 12" sheets in visible binders

Dates: 1947 - -

Quantity: 2 volumes, 6 bundles

File Arrangement: Alphabetical by name

Audit: Annual outside audit

The Payroll Record is a prepared Wilson-Jones visible form filed in multiple ringbinders giving the name and address of the employee, social security and employee number, number of exemptions and dependents, his department and occupation, sex and marital status. The sheet has room for payroll accounting for six years showing the payroll period, and a breakdown for time, earnings, deductions and not paid. Separate volumes are prepared for institutional and county employees.

RECOMMENDATION: RETAIN PERMANENTLY.

7. OFFICE PAYROLL

Size: 18" x 14" x 1"

Dates: 1951-1959

Quantity: 1 volume

Annual Accumulation: Discontinued. See Payroll Record and
Check Record

Audit: Annual outside audit

This is a record of county payroll checks issued giving the check number, the date and account, the name of the employee, salary paid and withheld. The register includes payments for attorney fees and office supplies.

RECOMMENDATION: RETAIN PERMANENTLY.

8. TAX COLLECTORS DEBIT

Size: 12" x 16" x 2"

Dates: 1935-1959

Quantity: 1 volume

Annual Accumulation: Discontinued in June, 1959

This record is arranged under the three tax districts giving the name of the collector for each district, the tax year and the amount of taxes charged against each collector by type of tax, the amount collected and the reconciliation of taxes collected and uncollected. This method of collecting taxes on a commission basis was abolished as of June 30, 1959, when one collector was appointed by the Board of County Commissioners on a salary basis.

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9.	<p><u>INSTITUTIONAL PATIENTS PAYMENT JOURNAL (ACCOUNTS RECEIVABLE)</u></p> <p>Size: 12" x 10" x 6" Dates: 1916-1923, 1941 - - Quantity: 3 volumes File Arrangement: Chronological Index: Thumb index to name</p> <p>This journal gives the names of the patient and person making the payment, the name of the institution and date of the patient's admittance, the annual rate for patient care, the date of making the payment and the amount. The current journal sheets are filed vertically until placed in binders.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
10.	<p><u>BOND RECORD</u></p> <p>Size: 11" x 14" x 2" Dates: 1921-1945 Quantity: 1 volume Annual Accumulation: Discontinued. See Bond Register</p> <p>The Bond Record is arranged by series giving the coupon and bond numbers, and the numbers of the coupons paid. No entries appear to have been made for ownership of the bonds. The cover of this record bears the following statement in typescript, "This record discontinued in fall of 1945 at recommendation of auditor Bozman as a duplication of the Bond Register." However, since the Bond Register was apparently initiated in 1923, the Bond Record beginning in 1921 should be retained.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
11.	<p><u>BOND REGISTER</u></p> <p>Size: 18" x 14" x 1" Dates: 1923 - - Quantity: 2 volumes File Arrangement: Chronological Audit: Annual outside audit</p> <p>The Bond Register records all bond issues by series giving the names and addresses of the purchasers, the series purchased by each investor, and the signature of the Clerk to the Board of County Commissioners. This is a record of the Board of County Commissioners maintained in the Treasurer's Office.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	

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12. TAX SALE PURCHASED PROPERTY ACCOUNT

Size: 12" x 10" x $\frac{1}{2}$ "
 Dates: 1940 - -
 Quantity: 2 volumes
 File Arrangement: Chronological
 Audit: Annual outside audit
 Index: Thumb index to former owner

This record of property purchased by the Board of County Commissioners at tax sales gives the name of the property owner and the district, the location and description of the land and buildings and the assessment, the name of the Tax Collector selling the property, the date of the purchase and amount paid, whether the property was resold or redeemed by the owner with the dates and an analysis of taxes and fees due. When the property is finally closed out the sheet covering the transaction is removed from the current volume and refiled in the inactive file. This is a record of the Board of County Commissioners maintained in the Treasurer's Office.

RECOMMENDATION: RETAIN PERMANENTLY.

13. PROPERTY DEEDS AND LEASES

Size: Folded Papers
 Dates: 1942 - -
 Quantity: 2 document file drawers
 File Arrangement: Chronological

This file is composed of deeds to property purchased at tax sales by the Board of County Commissioners or private property leased for the use of the Board. This is a record of the Board of County Commissioners maintained in the Treasurer's Office.

RECOMMENDATION: RETAIN PERMANENTLY.

14. INSURANCE RECORD

Size: 15" x 14" x 1"
 Dates: 1943 - -
 Quantity: 1 volume

This is a record of all insurance policies on County property including the Courthouse, Allegany County Home, all County office buildings, the jail and Insane Asylum, autos, trucks, road equipment, and other goods and chattels giving the name of the insurer and the policy number, the renewals, the name of the agent or broker, the property insured and the amount, the rate and premium, the renewal year, and the amount of insurance in force at the end of each year. This is a record of the Board of County Commissioners

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RECOMMENDATION: RETAIN PERMANENTLY.

15. ANNUAL OUTSIDE AUDITS

Size: 11" x 8½"

Dates: 1921-1932, 1947 - -

Quantity: 25 binders

File Arrangement: Chronological

The outside audits are made annually by private accounting firms and follow the usual audit formula.

RECOMMENDATION: RETAIN PERMANENTLY.

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